

Change 54
to 74
twice

25X1

CORRESPONDENCE - GENERAL

6 SPACES

SUBJECT: Interagency Correspondence Standards

4 SPACES

3. The Agency appreciates your interest in standardizing correspondence formats. Additional material on this subject is enclosed and forwarded under separate cover.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE

5 SPACES

A. A. Adams
Assistant Deputy Director
for Support

Enclosures: 2 SPACES

1. Copy of reference (b)
2. "How To Conserve Stenographic and Typing Skills" (Separate Cover)

1/ cc: Director, Federal Bureau
of Investigation (with 2 encls.)

2/ Distribution:
Orig. and 1 - Addressee (with 2 encls.)
1 - DTR
1 - ADD/S
1 - Exec. Reg.
1 - MS/RMD

2/ MS/RMD:JCLucas:dje/9876 (22 June 74)

- 1/ TYPED ON ALL COPIES RETAINED IN CIA. TYPED ON THE ORIGINAL, THE COURTESY COPY, AND EXTERNAL CIA INFORMATION COPIES IF DICTATOR SO DESIRES.
- 2/ TYPED ONLY ON ALL COPIES RETAINED IN CIA.

2
ABOUT 1/2"

EXHIBIT 3 (PART II)
MEMORANDUM ON LETTERHEAD - SECOND PAGE

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CORRESPONDENCE - GENERAL

Section C. MEMORANDUMS ON PLAIN BOND
Exhibit 4

50. Margins. See Paragraph 12.
51. Date. If it is appropriate to date the memorandum at the time of typing, place the date nine spaces down from the top of the page. The last numeral should end at the right margin. A date is expressed without punctuation in the following sequence: day, month, and year--e.g., 17 May 1954.
52. "MEMORANDUM FOR." The heading "MEMORANDUM FOR" in all caps is begun even with the left margin, four spaces down from the date, if one has been typed in. If the date is not shown, begin "MEMORANDUM FOR" about 13 lines down from the top of the page. Two spaces after the colon insert the addressee's title. Continue the title across the page and on a second line if necessary, indenting the second line two spaces in from the beginning of the addressee's title.
53. Multiple Addressee Memorandums. Exhibit 4 illustrates a memorandum for only one addressee. However, memorandums are often addressed to two or more Headquarters addressees if each has equal interest in the subject matter or equal authority to take action. In such cases the "MEMORANDUM FOR" line would appear as follows:

MEMORANDUM FOR: Director of Training
Assistant Director for Collection and
Dissemination

If it is not practical to list all the addressees after "MEMORANDUM FOR," follow this heading with "Addressees Listed." List these addressees immediately after the heading "Addressee Distribution" which is placed flush with the left margin, two spaces below the title of the signing official or enclosure listing. Indent the addressee titles two spaces in from the margin. If two lines are required for a title, indent the second line an additional two spaces. A multiple addressee listing together with the other distribution designations would appear as follows:

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... would appreciate your comments on the proposed Handbook prior to 18 June 1954.

M. M. MASTERS
Chief, Management Staff

Enclosure:
Proposed Correspondence Handbook

Addressee Distribution:
Director of Training-3
Director of Personnel-3
Director of Communications-2
Director of Security-3
Etc.

cc: Comptroller
General Counsel

Distribution:
Addressees above (with encl.)
MS/RMD
C/MgtS (Chrono)

When this format is used include under "Addressee Distribution" only those officials having equal interest in the subject matter or equal authority to take action. List information addressees under "cc."

The use of multiple addressee memorandums is encouraged to minimize preparation of individual correspondence.

54. Memorandum for the Record. Memorandums prepared exclusively to record telephone conversations and other information of a record nature should be identified by the heading "MEMORANDUM FOR THE RECORD." The subject line that follows will identify the type of information recorded.
55. "THROUGH" Line. A "THROUGH" line may be used in transmitting Headquarters memorandums. When used, "THROUGH" is typed in all caps, even with the left margin and two spaces below "MEMORANDUM FOR."

~~CONFIDENTIAL~~

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After the word "THROUGH" and in line with the "MEMORANDUM FOR" addressee, type in the title of the official through whom the correspondence will be forwarded.

56. "ATTENTION" Line. Exhibit 4 does not illustrate the use of an attention line; however, memorandums on plain bond may be addressed in this manner. Paragraph 36 and Exhibit 3 describe the use of an attention line.
57. "SUBJECT" Line. See Paragraph 37.
58. "REFERENCE" Line. Although Exhibit 4 does not illustrate the use of a reference line, material related to the subject matter could have been cited in that manner. Paragraph 38 and Exhibit 3 give the format for using a reference line.
59. Text. The text of a memorandum begins four spaces below the last line of the "SUBJECT" or "REFERENCE" line as the case may be.
60. Line Spacing. See Paragraph 15.
61. Paragraphing. See Paragraph 16.
62. Page Numbering and Identification. Exhibit 4 illustrates a single page memorandum. If it had been necessary to continue this memorandum on additional pages, each would have been identified as described in Paragraph 18.
63. Continuations. See Paragraph 19.
64. Command Line. Exhibit 4 does not illustrate the use of a command line. However, under certain circumstances one is used in memorandums addressed to Headquarters addressees. Paragraph 44 describes the use of a command line.
65. Signature and Title. See Paragraph 45.
66. Enclosures. Note in Exhibit 4 that a single enclosure is not identified by a number. Refer to Paragraph 21 for further information.
67. Distribution of Original and Copies. When it is desirable to indicate to the addressee of a memorandum on plain bond that other Agency officials are to receive information copies, the recipients